

MyTax.DC.gov User Guide: How to Request a Contractor's Exempt Purchase Certificate (OTR-553)

If you are Eligible to Request a **Contractor's Exempt Purchase Certificate**, follow this step-by-step guide to learn how to request a **Contractor's Exempt Purchase Certificate** via MyTax.DC.gov.

Can't find what you're looking for? Enter keywords here to filter.

1

Username
Password
Log In
Forgot username or password?
New user?
Sign-up for MyTax.DC.gov

1a

Business
I want to...
> Register a New Business - Form FR-500
> Register a Special Event - Form FR-5008
> Request a Certificate of Clean Hands

Individual
I want to...
> Check the Status of My Refund
> Learn More About DC Freefile/Fillable Forms
> Respond to Verification Letter
> View Tax Forms

Real Property
I want to...
> Make a Real Property Payment
> Search Real Property by Address or SSL
> View More Options

Clean Hands
I want to...
> Request a Certificate of Clean Hands
> Validate a Certificate of Clean Hands
> Learn More About Certificate of Clean Hands

Forms
I want to...
> Submit an Extension
> View/Retrieve Current Year Tax Forms
> View/Retrieve Prior Year Tax Forms
> View MeF Information

Quick Links
I want to...
> Submit a Customer Service Survey
> View FAQs
> View Tutorials
> Contact OTR

Quick Payments
I want to...
> Pay with Credit/Debit Card

Resources
I want to...
> Go to OTR Homepage

Submissions
I want to...
> Retrieve a Saved Submission or Previously Filed Return
> Submit Requested Documentation
> Submit VDA

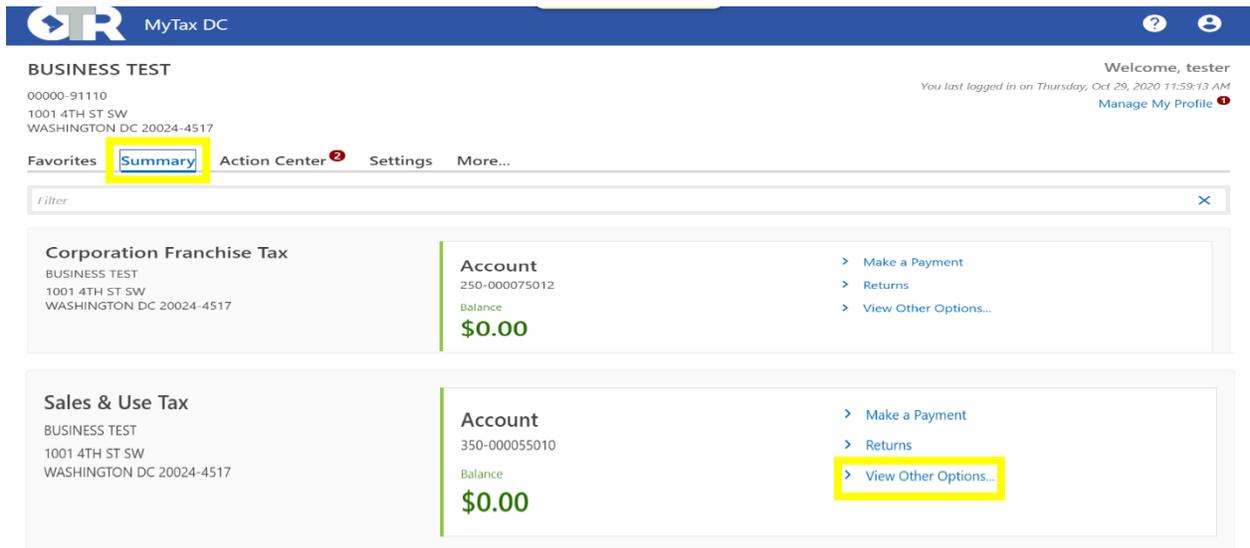
Tax Law and Guidance
I want to...
> View Private Letter Rulings
> View DC Tax Code
> View Tax Guidance Issued by OTR
> View Notices

Taxpayer Advocate
I want to...
> View Taxpayer Bill of Rights
> Request Assistance
> En Español

More...
I want to...
> File Form FR-329 - Consumer Use Tax Return
> Request Government Exemption
> Request Residential Parking Exemption
> Search for Certificate/License Exemptions

1. From the MyTax.DC.gov homepage, log in using your **Username** and **Password**.
 - a. If you are a new user, from the MyTax.DC.gov homepage, click on the **Sign up for MyTax.DC.gov** hyperlink to register.

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The screenshot shows the MyTax.DC.gov Summary page for a business named 'BUSINESS TEST'. The page displays two tax accounts with a balance of \$0.00. The 'Sales & Use Tax' account is highlighted with a red box containing the number '2'. The 'View Other Options...' link for this account is highlighted with a yellow box.

- From your homepage **Summary**, locate the applicable account that you would like to request a contractor's exempt purchase certificate (e.g. **Sales & Use Tax**), and click **View other Options**.



The screenshot shows the MyTax.DC.gov Certificates page. The 'Certificates' section is highlighted with a red box containing the number '3'. The 'Contractor's Exempt Purchase Certificate' link is highlighted with a yellow box.

- Under the **Certificates** section, click **Contractor's Exempt Purchase Certificate**.

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Contractor's Exempt Purchase Certificate (OTR-553)

Sales & Use Tax
350-000055010
BUSINESS TEST

Contractor's Exempt Purchase Certificate (OTR-553)

4a

Instructions

Contractors working on projects exempt from sales and use tax in the District of Columbia must document their exempt purchases using a contractor's exempt purchase certificate. If approved, OTR will send the applicant an exemption certificate. If denied, the applicant will receive a letter. **Note:** This exemption does not apply to rentals, and all materials purchased must be for the physical incorporation of the project specified below. The following must be provided:

- At a minimum, attach the first two pages of the government contract. Must include the project dates and project identification number
- All subcontractors must be listed in the application below. If subcontractors are added or removed during the contracted period, the contractor is responsible for notifying the Office of Tax and Revenue (OTR) at ContractorExemption@dc.gov

Purchaser Information

ID (FEIN or SSN) 123456789	Account # 350-000055010	NAICS Code 111150
Name BUSINESS TEST	Trade Name	
Street 1001 4TH ST SW	Street 2	Unit Type
City WASHINGTON	State DC	Unit Number
City WASHINGTON	State DC	ZIP Code 20024-4517

4b

Project Identification

Project Name
Required

Project Location
Required

Project From
Required

Project To
Required

Contract Type
Required

Contract Number
Required

Organization Name
Required

Street
Required

Street 2

Unit Type

Unit Number

City
Required

State
DC

Zip Code
Required

Country
USA

[Verify Address](#)

4c

Is Exemption On Behalf Of An Embassy? *

Yes	No
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Do you use any Subcontractors? *

Yes	No
-----	----

4d

Attachments

Type	Name	Description	Size
There are no attachments.			

Please attach all required documents before submitting your request.

[Add Attachment](#)

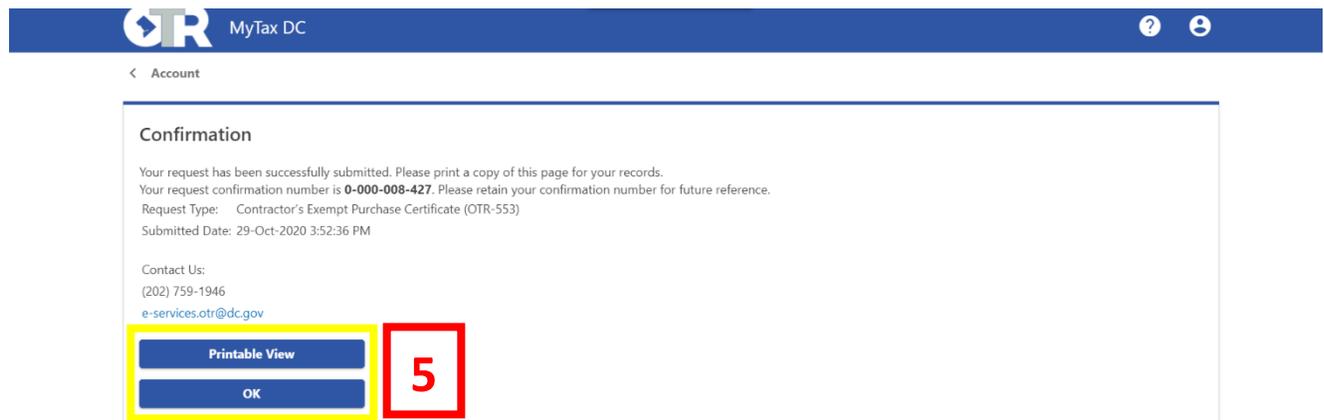
4e

[Cancel](#) [Save Draft](#)

[Previous](#) [Submit](#)

4f

4. On the **Contractor's Exempt Purchase Certificate** page, please complete the following information:
 - a. Please read the **Instructions** carefully.
 - b. Carefully review the pre-populated **Purchaser Information** section to ensure your information is correct. If you notice errors, you can change the **Name, Address, and NAICS code** on [MyTax.dc.gov](https://mytax.dc.gov) -> **More** tab -> **Manage Names and Addresses**.
 - c. Answer the required information under the **Project Identification** section.
 - d. Answer **Yes** or **No** to the required questions.
 - e. **Attach** the required documents (e.g. Government Contract).
 - f. Click **Submit**.



5. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.